



# ALFRED JAMES

*Honouring a Life*

## Checklist Of People & Organisations You May Need To Contact At The Time Of Death

### Immediately at the time of Death:

- If at home: Your family Doctor → Your immediate family → Your Funeral Director
- If at a hospital: Your immediate family → Your Funeral Director
- If at a nursing home: Your immediate family (The home will contact your family Doctor and your Funeral Director)

### Alfred James staff will contact for you:

- Clergy or Celebrant
- Cemetery, Gravedigger or Crematorium
- Church
- Organist (for hymns, where required), Professional Musicians & Singers (if desired)
- Florist (for coffin arrangement and tributes, if desired)
- Newspapers (for death and funeral notices, if required)
- Registrar of Births Deaths and Marriages (to order an original Death Registration Certificate for the family)
- Limousines (if desired)
- RSL, Lodge, Clubs or other organisations (where applicable)
- Printing of Memorial Cards and/or Hymn Sheets (if required)
- All necessary legal and medical authorities for the purpose of funeral arrangements. (i.e. medical certificates, etc)
- All necessary service providers for the purpose of the funeral arrangements. (i.e. catering, DVD presentations, etc)

**Note** ~ Alfred James Funerals will pay all funeral expenses and then forward an account to the nominated family member approximately 1 week after the funeral. Many of the contacts below may be handled by the Trustee Company.

### Within one week of death:

- The Trustee Company or Solicitor who holds the Last Will and Testament of the deceased and the Executor
- Centrelink, if the deceased was a pensioner or on benefits
- Foreign Pension Authority (where applicable)
- Cancel any outstanding medical, dental, specialist or outpatient appointments
- Advise Care Agencies (i.e. Meals on Wheels, Domiciliary Care, etc)
- Locate important documentation (i.e. licenses or grants for grave sites or memorial positions, original of Pre-Arranged Funeral Contract, funeral bonds, funeral insurance, etc)

### Within one month of death:

- Superannuation Company or Life Insurer of the deceased
- Department of Veteran Affairs (where applicable)
- Banks, Credit Unions, Stockbroker (i.e. stocks and shareholdings of the deceased)
- Medicare, Private Health Funds
- Accountant of the deceased (where applicable)
- Electoral Commission
- Insurance companies covering the assets of the estate (i.e. motor vehicle, boat, house and contents, etc)
- Other organisations (i.e. Post Office, public services – library, telephone/internet provider, electricity, gas and water providers, Church groups, vehicle registration and licensing etc)
- Title change to all jointly owned assets of the estate (i.e. motor vehicle, boat, house, stocks and shares)

### Within two to six months of death:

- Family members, friends and organisations (to express thanks for cards, messages, flowers and/or donations, etc)
- Australian Taxation Office - <https://www.ato.gov.au/Individuals/Deceased-estates/>
- Monumental Mason (to arrange for a new Headstone or for additional words on an existing Headstone)
- Cemetery Authority/Curator (to arrange for a cremation memorial and/or placement of cremated remains)
- Trustee Company or Solicitor and Executor (to arrange a new Will, if applicable)



# ALFRED JAMES

*Honouring a Life*

## Useful resources

- **Australian Death Notification Service**

A free government initiative to help people get in touch with multiple organisations using a single online notification. A death certificate must have been issued before the service can be used.  
[www.deathnotification.gov.au](http://www.deathnotification.gov.au)

- **Coroner's Office**

(08) 8204 0600  
302 King William Street  
Adelaide SA 5000

- **The Coroner's booklet**

"When a Person Dies, The Coronial Process: Information for Family and Friends" available to download at:  
[www.courts.sa.gov.au/OurCourts/CoronersCourt](http://www.courts.sa.gov.au/OurCourts/CoronersCourt)

- **Beyond Blue**

Enquiries: 1300 224 636  
Telephone support is available 24 hours a day, 7 days a week.

- **Road Trauma Support team of SA**

Enquiries: 1800 069 528  
Individual and group based support for individuals affected by road trauma including bereavement.

- **Grieflink**

Website: [www.grieflink.asn.au](http://www.grieflink.asn.au)  
Information resource for the bereaved and grieving, their carers, friends, and colleagues, and for health and welfare workers.

- **National Association for Loss and Grief (NALAG)**

Website: [www.nalag.org.au](http://www.nalag.org.au)  
The NALAG Centre provides free loss and grief support to those who are grieving by trained volunteers. Sometimes the offer of an independent listening ear can be beneficial to the grief process.

- **Australian Centre for Grief and Bereavement**

Website: [www.grief.org.au](http://www.grief.org.au)  
The Australian Centre for Grief and Bereavement Counselling and Support Service provides a specialist bereavement service for individuals, children and families who need **assistance following the death of someone close to them.**

## For immediate support

If you feel you are in immediate danger and cannot keep yourself safe, call 000 or present to your nearest hospital emergency department.

The following services will also be able to help.

- o Lifeline - 13 11 14. This is a 24-hour emergency telephone service.

- o Assessment and Crisis Intervention Service (ACIS) - 13 14 65.

ACIS is a 24-hour mental health triage service which can link you in to the appropriate mental health services.